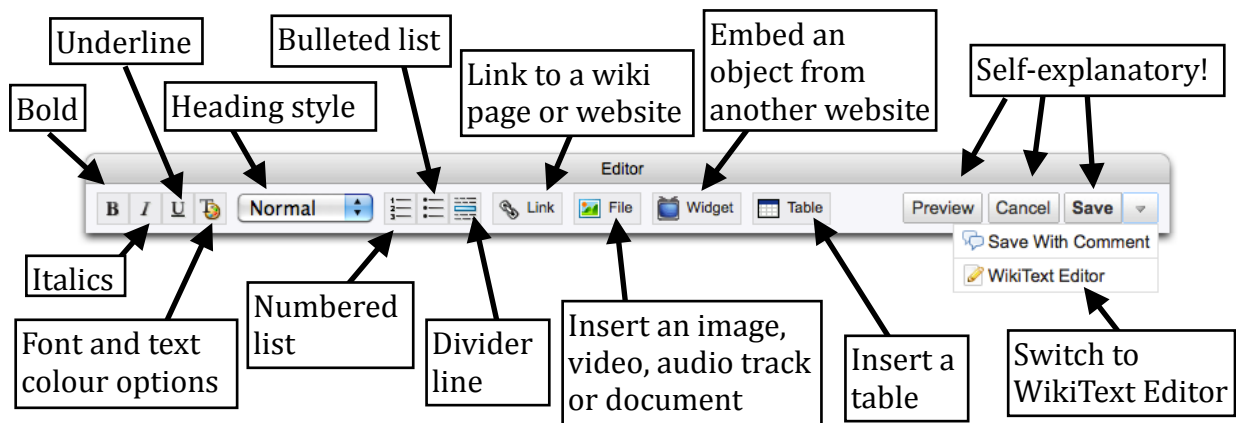


Editing a Wikispaces Wiki

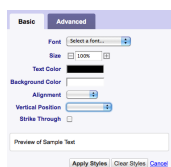
The basics - editing a page

- Click on 'Edit This Page' (if it says 'Protected', you need to be a member of the wiki to be able to edit).
- You can then start typing directly onto the page.
- If you want to format your text in any way, you will need to highlight the text you want to change and then use the buttons on the toolbar.
- When you have finished, click on the 'Save' button.

Getting to know the toolbar



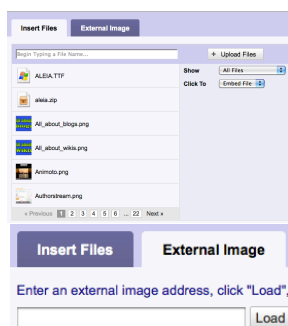
Text options



When clicking on the text option button, a pop up window gives the opportunity to change to a different font and to change the text and background colours. You can also change the alignment of the text on the page. When finished, click on 'Apply styles'.

Uploading files and images

When you click on the Files button, a window will pop up showing all files that have already been uploaded to the wiki. To the right of this window is a button to click to upload new files.

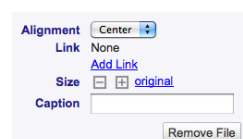


Click on 'Browse' to locate a file or image on your computer and then click on 'Upload'. When the file or image appears in the top part of the window, double click on it to add it to the wiki page.

You will see another tab on the pop up window saying 'Insert External Image by URL.' This option allows you to put in the internet address of an image that is already housed online on a website to add it to the wiki (you can copy the address of any internet image in Firefox by right clicking on it and selecting 'Save Image Location')

Working with images

Click on the image and a pop up window will appear. This is where you can change how the words wrap around the image by changing the alignment option. You can also click on 'Add link' and paste an Internet address in to make the image a clickable link to another website or to a different page on your wiki. If you add a caption, it will appear below the image. To resize an image, on some browsers you can drag the handles that appear on the image when you click on it (just as you would in Word). Alternatively, you can use the minus and plus signs in the pop up window.



Embedding objects from other websites

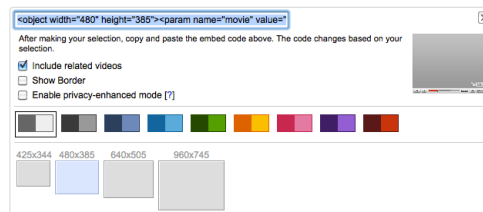


Click on the Widget tool in the edit toolbar (it looks like a TV). A pop-up window will open with a list of the types of things that you can add to your wiki page from popular websites. I will talk about a few particular sites below. If you are adding content that does not fit into any of the categories, just click on 'Other HTML' and paste the embed code you copied from the other site in there.

Adding a Movie from YouTube to play on your wiki

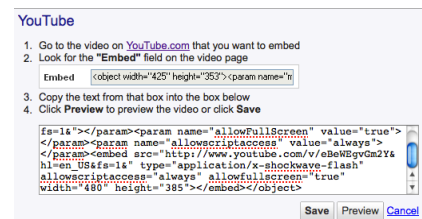


When you are looking at a YouTube movie, there is a button below the video titled <Embed>. Click on this and you will see the embed code highlighted to add to the wiki. You can simply copy this or customise the colours and the sizes using the options provided and then copy the code. There is a preview to the right to show you how it will look when embedded.



Once you have copied the embed code, you can embed it into your wiki by:

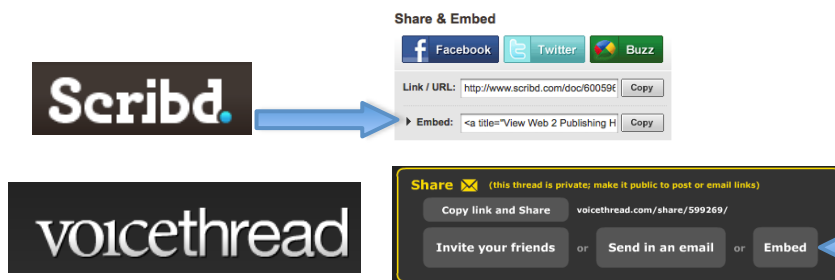
1. Editing a page
2. Clicking in the page where you want the video to appear
3. Clicking on the widget (TV) button on the toolbar
4. Clicking on the video option, then YouTube (or go straight to 'Other html' as a slight shortcut)
5. Pasting in the embed code you copied to the empty white box
6. Clicking on 'Save'
7. Saving the wiki page.



Don't be concerned if you only see a grey square after saving the code. The video will appear when you save the wiki page.

Embedding Content From Other Sites

You can add other objects in a very similar way. You just need to find the Embed code on each site and use the 'TV' button to paste it in. The code is normally labelled 'Embed' or sometimes 'Add to blog/ My Space'. Here are a couple more examples of what the embed code looks like for different tools.



This option appears on the last slide of a VoiceThread